

LYME REGIS TOWN COUNCIL

MINUTES OF THE VIRTUAL EXTRAORDINARY FULL COUNCIL MEETING HELD ON WEDNESDAY 3 MARCH 2021

Present

Chairman: The Mayor, Cllr B. Larcombe, MBE

Councillors: Cllr B. Bawden, Cllr J. Broom, Cllr R. Doney, Cllr K. Ellis, Cllr M. Ellis, Cllr C. Reynolds, Cllr D. Ruffle, Cllr D. Sarson, Cllr R. Smith, Cllr G. Stammers, Cllr G. Turner, Cllr S. Williams

Officers: M. Adamson-Drage (operations manager), M. Green (deputy town clerk), A. Mullins (support services manager), M. Russell (finance manager), K. Weekley (admin assistant), J. Wright (town clerk)

The mayor, Cllr B. Larcombe, read out the protocol for virtual meetings and ensured all participants could hear each other.

A prayer was given by the Rev. Chris Martin.

19/354/C Public Forum

Cllr J. Broom arrived at 7.02pm.

G. Symonds (read out by an officer)

G. Symonds said he was again raising the issue of no replies to correspondence to the council and he asked if an email was classed as written. He said he emailed the mayor on 29 January and 3 February 2021 but received no reply, even though the mayor had stated he would reply to correspondence within 10 days. He said he had also telephoned the senior admin assistant and asked her to mention this to the town clerk and mayor. G. Symonds said he previously asked a question about when the loss adjuster Peter Satchell was appointed but it was not answered. He said he then asked this question under the Freedom of Information Act and received a reply that he was appointed on 5 June 2020. He asked if the only way to get answers from the council was through a Freedom of Information request. G. Symonds also asked if the council felt it was a good idea to appoint its advisors without any contracts. He asked if he was being treated this way because he had made a complaint about the office of the town clerk. He asked that all councillors looked into this matter.

The mayor, Cllr B. Larcombe said a large amount of correspondence had been received from G. Symonds and he couldn't recollect a response that was pending. He said it was possible some correspondence and responses had overlapped each other. He said he would speak to G. Symonds about what he thought he was still owed.

S. Davies

As chairman of LymeForward, S. Davies spoke in relation to agenda item 22, Unit 1A rental proposal. She said LymeForward had rented a chair space at Lyme Regis Development Trust for a few years but the arrangement was no longer tenable due to the increase in their staff numbers and reduced office space due to the trust's administration requirements and business meetings. She said the office provided them with no confidentiality and no space for their office equipment, a situation which had been exacerbated by coronavirus and lockdowns. S Davies said although staff were working remotely, they were not always able to undertake confidential meetings at home and needed to use an office which provided a safe working environment, access to printers and scanners, and allowed compliance with the General Data Protection Regulation. She said they currently rented the café area of The Hub for the foodbank on Wednesdays but they were unable to rent any further accommodation due to lack of availability and space. She said LymeForward had been in touch with local estate agents to explore rental options but the nearest accommodation was either in Axminster or Bridport. In the meantime, she said they had been using Unit 1A for socially-distanced meetings of up to three people or to hold confidential virtual meetings, which had increased as a result of the lockdown restrictions and the nature of their essential services and emergency referrals. S. Davies said LymeForward was in the process of migrating to online services and had secured funding and equipment to establish the service with immediate effect. She said their mission was to harness the potential of technological capability to support stronger relationships through regular conversations, befriending schemes, and virtual cafes, providing advice informed by a local directory of services and to create a network of a sustainable community-led action in the recovery from Covid-19, while addressing the needs of the most vulnerable. She said it was for this reason the situation had become an urgent priority for LymeForward, hence the rental proposal to the council. S. Davies said they were requesting to rent Unit 1A on a short-term basis for one or two years to maintain business continuity and resilience during the pandemic restrictions and ongoing recovery, allowing them time to find suitable local premises. She said they had also submitted a financial proposal which set out their starting point and in no way limited future discussions and negotiations with regards to the rental.

N. Ball

N. Ball said he had it on good authority the shelters' roof was not approved by building control for commercial activity, markets and vehicle movements and he asked if the council could confirm it would not be used by the Eat Festival.

When restrictions were lifted, N. Ball asked if there could continue to be some sort of video link for council meetings in the Guildhall for the vulnerable and those unable to have the vaccine. He asked if there would be a town meeting this year as there wasn't one last year, whether the council had broken the code in not having a meeting, and was it reported that a meeting was not held.

N. Ball asked if there was any chance of investigating council staff and officers and conduct at meetings. He said he intended to raise his hand during the meeting if he

felt members were not behaving properly. He said he was getting fed up of councillors point scoring and talking for too long about things which didn't concern the meeting.

The town clerk said the council had not broken any rules regarding the annual town meeting. He said the Coronavirus Act deferred various standard council proceedings up to 7 May 2021. He said the legislation had not been extended and the council was working towards an annual town meeting this year.

19/355/C Dorset Council Matters

Cllr D. Turner said there had been a big clearance of materials from East Cliff and Black Venn. He said people were on site in February and took over 6,500 kilograms from the beach, mainly ferrous metals and bits of glass and plastic. He said where materials had been found but couldn't be extracted, they had been cut off at ground level. He said it would continue to be monitored but more was exposed at each tide.

Cllr D. Turner said the Local Plan consultation started on 18 January and ran until 15 March 2021. He said once adopted, it would guide planning applications for the next 15 years.

Cllr D. Turner said the Covid-19 rates were continuing to reduce across Dorset and a quarter of a million people in the county had received their vaccine, with 275,000 in the Dorset Council (DC) area. He said Bridport Medical Centre had been doing an outstanding job for this area in administering the vaccine.

Cllr D. Turner said DC's climate change consultation had ended on 20 January 2021. He said £18.7 million had been acquired by DC for work in reducing CO² emissions, which was much more than the grants given to other councils, with Bournemouth, Christchurch and Poole Council receiving no funding. He said DC had also been awarded £298,000 from the Low Carbon Skills Fund.

Regarding DC's budget, Cllr D. Turner said the one-year settlement from the government and the short to medium term impact of Covid-19 had created shortfalls in funding, which had had an impact on revenue funding and DC's ability to maintain discretionary services. He said funding to the remaining tourist information centres had been cut and this was a sign of things to come. Cllr D. Turner said there were also increasing pressures in adult and children social care. He said DC had a balanced budget but it was precarious and depended on increasing council tax by just under 2% and an increase to the levy of adult social care precept of just under 3%. He said this equated to £1.62 extra per week for a Band D property.

Regarding the closing date of the Local Plan consultation, the deputy town clerk said the presentation DC provided to town and parish councils gave an end date of 31 March 2021 instead of the advertised 15 March 2021. He said the council would endeavour to respond by the earlier date.

19/356/C Questions from Councillors

There were none.

19/357/C Apologies for Absence

There were none.

19/358/C Disclosable Pecuniary Interests

There were none.

19/359/C Dispensations

There were none.

19/360/C To confirm the accuracy of the minutes of the Full Council meeting held on 20 January 2021

Cllr K. Ellis said the reason for her absence at the meeting had been given as illness, but this had not been recorded in the minutes.

Proposed by Cllr G. Turner and seconded by Cllr S. Williams, the minutes of the Full Council meeting held on 20 January 2021, with the above amendment, were **ADOPTED**.

19/361/C Matters arising from the minutes of the Full Council meeting held on 20 January 2021

External audit

The town clerk said he had drafted a response to the external auditor, which would be sent the following day.

Member IT

The town clerk said wireless mice would be arriving the following day and would be delivered to members by the end of the week.

Works to the Guildhall

The mayor, Cllr B. Larcombe asked if the deputy town clerk could have officer-to-officer conversations with DC regarding delays in receiving planning permission.

The deputy town clerk said it had been chased up by officers, by Cllr D. Turner and the architect. He said the planning officer now dealing with it was waiting for one comment from the conservation officer and once received, he would be in a position to make a decision. He added it was intended to do all the work as soon as possible, except the oriel window due to contractor availability.

19/362/C Update Report

There were no updates.

19/363/C Planning Committee

Proposed by Cllr G. Turner and seconded by Cllr C. Reynolds, it was **RESOLVED** to receive the minutes of the Planning Committee held on 16 February 2021.

It was noted a member of the public's name had been spelt incorrectly and this would be corrected at the next Planning Committee meeting.

Members endorsed the comments made at the meeting in relation to the Local Plan and that many of the comments made four years ago would also be incorporated into the council's response. It was agreed the final response would be approved by the chairman of the Planning Committee, the mayor, town clerk and deputy town clerk.

19/364/C Human Resources Committee

It was noted the meeting scheduled for 27 January 2021 had been cancelled.

19/365/C Strategy and Finance Committee

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, it was **RESOLVED** to receive the minutes of the Strategy and Finance Committee held on 17 February 2021 and adopt the recommendations, as follows:

20/08/SF – Internal Audit Report, Visits Two and Three 2020-21

RESOLVED: to note the internal auditor's reports from visits two and three of 2020-21 and approve the management responses.

20/09/SF – The Annual Review of the Communications/PR Policy and Procedure

RESOLVED: to approve the amended Communications/PR Policy and Procedure, with a change of designation in point 3.4 and a correction to the numbering.

20/10/SF – Debt Management Policy and Procedure

RESOLVED: to approve the debt management policy and debt management procedure, with the deletion of the paragraph referring to recruitment.

20/11/SF – Public Works Loan Board

RESOLVED: to defer making a decision on whether to take out a loan with the Public Works Loan Board to repay the loan with the former West Dorset District Council, now Dorset Council until October 2021.

20/14/SF – Rent Reviews

RESOLVED: to defer rent reviews on the council's leasehold tenancies until April 2022 and not to backdate any increase, subject to confirmation from the council's solicitor of the council's position regarding future rent reviews.

19/366/C Tourism, Community and Publicity Committee

It was noted Cllr G. Stammers arrived late to the meeting but this was not recorded in the minutes and would be amended at the next meeting.

Proposed by Cllr K. Ellis and seconded by Cllr G. Stammers, it was **RESOLVED** to receive the minutes of the Tourism, Community and Publicity Committee held on 10 February 2021 and adopt the recommendations, as follows:

20/63/TCP – Queen's Platinum Jubilee and Jazz Jurassica

RESOLVED: to work with the organisers of Jazz Jurassica to develop a joint programme of events for the Queen's Platinum Jubilee in June 2022, to agree the residents weekend objective if re-prioritised and the proposed £8,000 budget is made available for the events, and appoint Cllrs D. Sarson, C. Reynolds, K. Ellis, M. Ellis and B. Larcombe to the working group to help plan the events.

20/64/TCP – Tourism Microsite

RESOLVED: that Cllr B. Bawden, Cllr C. Reynolds and Cllr D. Sarson work with officers on the development of the new tourism microsite.

20/65/TCP – Town Mill Stakeholder Questionnaire

RESOLVED: Cllr B. Bawden should work with the deputy town clerk on the Town Mill stakeholder questionnaire and circulate the response to members.

19/367/C Town Management and Highways Committee

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, it was **RESOLVED** to receive the minutes of the Town Management and Highways Committee held on 3 February 2021 and adopt the recommendations, as follows:

20/09/TMH – Memorial Ideas and Memorial Trees

RESOLVED: to agree an allocation of 14 memorial cherry trees and instruct officers to bring proposals for a tree of life to a future Town Management and Highways Committee meeting.

20/10/TMH – Dorset Council Car Park Consultation

RESOLVED: to appoint Cllr B. Larcombe to sit on the Charmouth and Lyme Regis working group to inform phase two of Dorset Council's parking charges' review, with Cllr B. Bawden as a stand-in if required.

20/12/TMH – Burial of Non-parishioners in Lyme Regis Cemetery

RESOLVED: to restrict the burial of non-parishioners in the town cemetery to those with a proven family connection or origins in Lyme Regis.

20/14/TMH – Roof Glass Incident

RESOLVED: to instruct officers to draft a management plan for the future use of the roof which takes into account the glass incident and for this to be brought back to a future Town Management and Highways Committee meeting.

20/15/TMH – Circus Request

RESOLVED: to open discussions with Circus Ginnett to operate at Strawberry Field, subject to further discussions with the landowner.

20/17/TMH – 17 Monmouth Beach Chalet

RESOLVED: to reject the plans for changes to the structure of 17 Monmouth Beach chalet.

20/18/TMH – RPI Rent Increases Applied to Chalet Leases Since 2018

RESOLVED: to waive any RPI-related rent increases applied to Monmouth Beach chalet rents for the financial years 2018/19, 2019/20 and 2020/21 for the reasons set out in the report and at a maximum total one-off cost to the council of £20,903.73 + VAT.

19/368/C The Annual Review of the Complaints' Policy and Procedure

Members acknowledged there had been a relatively low number of complaints, especially considering the situation with the pandemic and the influx of people into the town when restrictions were eased.

In response to a question from Cllr D. Sarson, the support services manager said complaints raised at council meetings were not included in the summary as there was a separate process for dealing with issues raised at meetings.

Cllr B. Bawden said at a recent meeting of the Dorset Association of Parish and Town Councils they had discussed the Local Government Association's new model code of conduct and how they were keen for town councils to adopt it to set an example and to ensure uniformity.

The town clerk confirmed the new model code would be considered in the next cycle of meetings.

Cllr D. Ruffle asked why there was no detail about the complaints, rather than just the subject matter.

The support services manager said all complaints were reported to the Town Management and Highways Committee and included more detail.

Proposed by Cllr G. Turner and seconded by Cllr G. Stammers, members **RESOLVED** to approve the complaints' policy and procedure as they stand and to note the volume and nature of complaints received since 26 October 2020.

19/369/C Creating and New Committee/Sub-Committee

The mayor, Cllr B. Larcombe reminded members that when the council first looked at how it could implement environmental matters, it was felt these issues affected every committee; however, they could also be lost within those committees and the scale of the council's activity probably required more than that. He felt a new committee should be set up to see how it goes and be judged on its performance.

Members considered whether it should be a committee or sub-committee. It was felt a committee reporting directly to Full Council would be more appropriate.

The mayor, Cllr B. Larcombe said thought was given to it being a working group but as they were usually time-limited or for a specific purpose, this was ruled out.

Cllr B. Bawden suggested non-council members who were experts on specific topics could sit on the committee.

It was agreed the town clerk would bring a report to the Full Council on 14 April 2021 where the details and terms of reference could be agreed, with the intention of the new Environment Committee being implemented at the start of the new council year.

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to set up a new Environment Committee and for a full proposal to be brought to the Full Council meeting on 14 April 2021.

19/370/C Draft Corporate Plan 2021-26

The town clerk said the plan went beyond the life of this council and would be used as the basis for discussion at the annual town meeting.

The support services manager said the list of grant beneficiaries had been omitted from the draft and would be added into the final version.

Cllr B. Bawden felt the council's climate and environmental emergency declaration, ambitions to be carbon zero by 2030 and the signing up to the UN's sustainable development goals should be mentioned in the plan. It was agreed a sentence would be added to this effect.

Proposed by Cllr B. Larcombe and seconded by Cllr K. Ellis, members **RESOLVED** to approve the draft Corporate Plan 2021-26, with the list of grant beneficiaries and reference to environmental ambitions to be added in, and to delegate any

amendments to the final version of the plan to the town clerk, in consultation with the mayor.

19/371/C By-Election

Members noted the report.

19/372/C Covid-19 Response

Cllr M. Ellis was in support of the toilets staying open until 11pm and staff working later in the evening. She suggested staff could be asked if they wanted to change their hours for the summer so they started work later in the day rather than having to cover the evening hours at an enhanced rate. Cllr M. Ellis felt the council should be helping businesses by offering a 10% discount on holiday accommodation permits. She added that she didn't want the council to fund security guards as in 2020.

Cllr D. Sarson said he felt uneasy about businesses being allowed to use the shelters' roof for extra seating because the council still had to consider a management plan for the area.

The mayor, Cllr B. Larcombe said he hoped the same conditions would apply to beach huts as last year so people would not be allowed to sit directly outside the huts.

The support services manager confirmed the Covid-19 terms and conditions for the beach huts would remain in place for the foreseeable future.

Cllr R. Doney felt the council should be looking at ways of paying back residents and suggested the free winter parking permits could be rolled over through the summer or until 17 May 2021 at least.

Cllr J. Broom didn't feel the concessions should be operating from 12 April 2021 and felt the members should have made this decision.

The town clerk said officers were asked to provide a briefing note to members based on the government's road map and as such, the position on concessions was just for noting. He added the concessionaires had already been informed of the date they could operate.

Cllr M. Ellis said as long as the concessionaires were aware the position was subject to change, she couldn't see a problem with them operating, adding that the council needed to make sure they were operating in a Covid secure manner.

The operations manager confirmed either he or the operations supervisor would do an initial check on their compliance with Covid secure measures and a staff member would be assigned to check on an ongoing basis.

The town clerk clarified this did not mean a member of staff was going to be redeployed to check on concessionaires all the time, it was just a matter of

monitoring their operations and making them aware the council would intervene if they didn't comply.

The mayor, Cllr B. Larcombe felt the council should give proper thought in future to the value of concessions.

The town clerk said he would welcome further discussion on concessions as members approved them on a three-year basis but often raised issues with them in the intervening years.

The mayor, Cllr B. Larcombe asked that busking locations were properly approved as some areas were too congested to allow this, such as outside the Harbour Inn. He asked officers to make representations to Dorset Council about use of this area.

The town clerk said a review of the Busking Policy was due to be considered by the Town Management and Highways Committee.

Members discussed whether the toilets should be kept open until 11pm, which would cost the council an additional c.£17,000. The town clerk said Glen Cleaning was flexible and if the weather meant the toilets didn't need to remain open, the arrangements could be changed at short notice, which may bring the cost down.

To provide some perspective, the operations manager said the normal level of provision would cost between £4,000 and £5,000.

As members had previously agreed a cautious approach to expenditure, Cllr B. Bawden asked if there was an indication of parking income recently given the country was in lockdown, as this income could possibly offset the extra costs.

The finance manager said the parking comparison information would be provided in the next members' briefing.

Cllr J. Broom asked if the council could consider its own staff doing the cleaning instead of Glen Cleaning.

The town clerk said the council was contracted to Glen Cleaning and they had provided flexibility and a good service. He said the council could look at long-term provision, especially if Covid-19 measures continued into the future, but the council needed to get something in place by April when the lockdown restrictions were eased. He added that he didn't envisage Glen Cleaning staying until 11pm as the staff presence in the evening would include closing the toilets.

The mayor, Cllr B. Larcombe asked if it was known what DC's plans were for its toilets as there could be a joint arrangement to save money.

The town clerk said he wasn't aware of DC's position but he would ask the question. However, he didn't anticipate DC going beyond its normal opening times.

Proposed by Cllr B. Larcombe and seconded by Cllr R. Smith, members **RESOLVED** to approve a budget to allow increased opening, supervision and

cleansing of Marine Parade toilets from 1 April to 21 June 2021, and to approve a budget up to £4,000 to increase staff presence in the evening from 1 April 2021 to 21 June 2021.

The mayor, Cllr B. Larcombe said this was the council's way of helping Lyme's tourism businesses and the council should consider the indirect subsidies it was giving to those businesses.

Cllr R. Smith asked what other financial support tourism businesses were getting.

The town clerk said officers could provide details of what funding was available in the members' briefing.

It was proposed by Cllr M. Ellis to provide a 10% discount on holiday accommodation parking permits for 2021-22.

This motion was not seconded.

Proposed by Cllr R. Doney and seconded by Cllr M. Ellis, members **RESOLVED** to roll over the residents' winter parking concession until stage 3 of the government's road map comes into effect, which is currently 17 May 2021.

It was agreed a decision on the use of council land for businesses to trade would be deferred to the Town Management and Highways Committee.

19/373/C List of Payments

It was agreed future lists would include an additional column to specify if a payment was monthly, quarterly, annually or a one-off.

Proposed by Cllr B. Larcombe and seconded by Cllr D. Sarson, members **RESOLVED** to approve the schedule of payments for January 2021 for the sum of £118,178.32.

19/374/C Request for Vehicular Access onto Council-Owned Land off Hill Road

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/375/C Unit 1A Rental Proposal

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item

of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/376/C Extension of the Council's Current Phone Contract

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

19/376/C Work of the Retained Business Loss and Claims Adjuster

Proposed by Cllr B. Larcombe and seconded by Cllr J. Broom, members **RESOLVED** that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for this item of business as it included confidential matters relating to the financial or business affairs of any particular person within the meaning of paragraphs 1 and 8 of schedule 12A to the Local Government Act 1972 (see Section 1 and Part 1 of Schedule 1 to the Local Government (Access to Information) Act 1985), as amended by the Local Government (Access to Information) (Variation) Order 2006.

The meeting adjourned for a break at 8.50pm.

The meeting resumed at 8.57pm.

19/377/C Exempt Business

a) Request for Vehicular Access onto Council-Owned Land off Hill Road

Several members were concerned about allowing further vehicle accesses as the road was also the access for the emergency services centre. There were concerns there were already issues with existing accesses and vehicles blocking the road, and with potential further obstructions during the building work.

Cllr M. Ellis said she was concerned if a fire engine was exiting in an emergency, it wouldn't be able to see vehicles coming out of the proposed new access and vice versa.

Cllr C. Reynolds felt the council should be considering the financial benefits of allowing the access.

Cllr S. Williams said when the council created the access road, none of the properties adjoining it had access but the council made it clear all properties should

be treated equally and could have an access if they wished. He said this was the last house along the road that didn't have access and as there was already a shortage of parking in View Road, the request should be seriously considered.

The mayor, Cllr B. Larcombe said if the offer was made to the other properties, in the spirit of that, the council should approve the request.

The deputy town clerk confirmed there were no conditions on the road relating to emergency access, only that the council had allowed access. He said if the council agreed to the access, it could impose a condition that no vehicles relating to the construction of the dwellings are allowed to use the road, although some access may be required specifically to build the parking space.

Cllr M. Ellis said the original planning permission for the property did not include an access via the road.

The deputy town clerk said the planning permission showed the same number of parking spaces but the access was from View Road; however, the gradient was so steep it would make accessing them very difficult. As such, if the council granted approval, the owner would have to seek planning permission for access via the council's road.

The mayor, Cllr B. Larcombe asked if the council was in danger of any legacy issues in granting the access.

The deputy town clerk said this might be an issue if it was the first request, but having granted access to several other properties, he didn't feel the impact of one more would be an issue. He advised members to accept the offer of a one-off sum, which would be in addition to the annual amount, although he couldn't confirm the annual fee because the Valuation Office had been engaged to review the fee and how it should be calculated.

It was proposed by Cllr G. Turner and seconded by Cllr K. Ellis to refuse the request for vehicular access onto council-owned land off Hill Road.

This motion was not carried.

Proposed by Cllr J. Broom and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the request for vehicular access onto council-owned land off Hill Road for the one-off sum offered, in addition to the annual sum, at a rate to be confirmed.

Cllr M. Ellis asked that a condition was imposed so if any damage was created to the road during the building works, it would be repaired by the other party.

The deputy town clerk said photographic evidence of the condition of the road would be taken before the work started, as well as the condition to only allow access to construction vehicles specifically for the building of the parking spaces.

b) Unit 1A Rental Proposal

Members were generally in favour of the request as it would support a community group, it would offset the costs associated with managing the unit, and demonstrated partnership working.

Cllr M. Ellis suggested the rental sum was deducted from the annual grant the council gave to LymeForward.

Cllr B. Bawden requested that the matter was deferred until the grant review meeting took place between the council and LymeForward the following week as she had serious concerns about the governance of the organisation. She also felt there wouldn't be enough room at Unit 1A for them to store the foodbank supplies.

The mayor, Cllr B. Larcombe said LymeForward's request to use Unit 1A was separate from any other issues the council might be aware of. It was also noted LymeForward was a community interest company and any issues it may have were the concern of its members and directors.

It was proposed by Cllr B. Bawden to defer consideration of LymeForward's request to rent Unit 1A, St Michael's Business Centre until after the grant review meeting took place.

This motion was not seconded.

Proposed by Cllr M. Ellis and seconded by Cllr C. Reynolds, members **RESOLVED** to approve the proposal from LymeForward to rent Unit 1A, St Michael's Business Centre for the sum of £2,000 for 2021-22.

The town clerk said if anything untoward came out of the grant review meeting, it would be legitimate for the council to review its policy position as no rental document would have been signed with LymeForward by that point.

c) Extension of the Council's Current Phone Contract

Proposed by Cllr J. Broom and seconded by Cllr B. Larcombe, members **RESOLVED** to extend the council's current contract with I P Office Ltd of Exeter for telephony services for a period of 12 months until 30 June 2022.

d) Work of the Retained Business Loss and Claims Adjuster

The deputy town clerk said the council was under no obligation to give its commercial tenants a rent-free period or rent deferral as a result of the impact of Covid on their business; it was entirely within the council's gift.

The deputy town clerk said the loss adjuster's work had not factored in the current lockdown. He updated members on the position of the council's main commercial tenants and whether they had engaged with the loss adjuster.

Members agreed the approach to recovering the outstanding rent from a commercial tenant, in line with the agreed debt management policy. It was agreed a letter would be sent the following day by email and a hard copy by special delivery.

Proposed by Cllr B. Larcombe and seconded by Cllr G. Stammers, members **RESOLVED** to note the work of the council's retained business loss and claims adjuster, agree that his work for the town council will conclude when he has finalised any recommendation in respect of the claim from SWiM restaurant and approve the deputy town clerk's recommendation in respect of Boylos Watersports.

The meeting closed at 9.53pm.